

Welcome to the Online Application System (OAS) Access Training Quiz

All Choice administrators of private schools first participating in a Private School Choice Program (PSCP or Choice program), new Choice administrators of schools currently in a Choice program, and all new Choice designees, are required to read the training presentation and successfully complete this quiz in order to receive a login and password for the Online Application System (OAS). The training presentation is available [here](#).

In the first few quiz questions, you will provide your name, school name, school city, and your email address at school. You will then be asked questions about topics covered in the training presentation. At the end of the quiz, you will have the opportunity to download and print or save all the correct responses to the questions.

If you choose the wrong answer to a question, you will be asked to try again. Simply re-read the question and select the correct answer. You will not be able to advance to the next question until you have correctly answered the current question.

If you close your browser prior to completing the quiz, click on the quiz link on the DPI website and the quiz should resume where you left off.

If you would like to start over from the beginning of the quiz or someone else is taking or has taken the same quiz on a computer you are trying to use to take the quiz, you may have to delete cookies relating to "qualtrics" on that computer, use a different internet browser, or use a different computer.

If you wish, you may click on the link to the Online Application System (OAS) Access Training Quiz questions, print it out, and answer the questions on paper as you go through the training. Once the training and paper quiz are completed, you must return here to enter your answers. Or, you may wish to enter your answers here straight away--whatever works best for you. Only the electronic survey will be accepted as proof of completing the training and quiz.

Please email privateschoolchoice@dp.wi.gov with any questions.

1. Please enter your first and last names below.

2. Please enter your school name below.

3. Please enter your school city name below.

4. Please enter your email address below.

5. What are the requirements for a designee to obtain a user name and password for the Online Application System (OAS)?

- ☐ The designee completes the required training.
- ☐ The Choice administrator completes a Designee Authorization form.
- ☐ The designee emails DPI requesting a user name and password.
- ☐ Both the first and the second responses above are correct.

6. With whom may the Choice administrator and designee(s) share their passwords?

- ☐ Other staff at the school
- ☐ The school's business manager
- ☐ The Choice administrator and designee(s) should not share their passwords with anyone.
- ☐ Each other

7. A student who resides outside the City of Milwaukee and the Racine Unified School District is eligible to apply for which program?

- ☐ MPCP
- ☐ RPCP
- ☐ WPCP

8. A student who resides in Milwaukee County but outside the City of Milwaukee is eligible to apply for which program?

☐ MPCP

☐ RPCP

☐ WPCP

9. A student who resides in the Racine Unified School District is eligible to apply for which program?

☐ MPCP

☐ RPCP

☐ WPCP

10. A student who is a resident of LaCrosse, Wisconsin is eligible to apply for which program or programs?

☐ MPCP

☐ RPCP

☐ WPCP

☐ All of the above

11. A student that resides in the City of Milwaukee is eligible to apply for which program?

☐ MPCP

☐ RPCP

☐ WPCP

12. Who must complete the Online Parent Application to apply to the Choice program?

☐ The Choice administrator

☐ A Choice designee

☐ The parent or legal guardian

☐ Any teacher or staff member

13. When will the Online Parent Application be open for parents to submit applications?

☐ January 10 through April 20

☐ No earlier than February 1 and only during the open application period(s), which varies by program and school

☐ February 1 through August 20

☐ It is always open

14. The student applies for four-year-old kindergarten (K4). The student meets the age eligibility requirements for K4, but not for five-year-old kindergarten (K5). Which of the following is true:

☐ The student may attend K5 if the school has a policy to promote accelerated learners.

☐ The student must attend K4 to be eligible for the Choice program. There are no exceptions to the age eligibility requirements.

☐ The student may attend K5, if there are no seats available in K4.

15. Which program or programs have a new student income limit of 300% of the Federal Poverty Limit (FPL)?

☐ MPCP

☐ RPCP

☐ WPCP

☐ Both the first and second responses above are correct.

16. Which program or programs have a new student income limit of 220% of the FPL?

☐ MPCP

☐ RPCP

☐ WPCP

☐ Both the first and second responses above are correct.

17. Which students must meet the residency requirements to be eligible for the Choice program each year?

☐ New students only

☐ Continuing students only

☐ All students

18. Which students must meet the income limit requirements to be eligible for the Choice program each year?

☐ New students only

☐ Continuing students only

☐ All students

19. Parents or legal guardians must apply for the Choice program in the Online Parent Application for which students each year?

☐ New students only

☐ Continuing students only

☐ All students

20. What documentation must parents or legal guardians provide to the school during the same open application period in which they apply?

- ☐ For new students, residency and income documentation
- ☐ For continuing students, residency documentation only
- ☐ For all students, residency and income documentation
- ☐ Both the first and second responses above are correct.

21. In which of the following situation(s) should the alternative residency form be used?

- ☐ When the parent refuses to provide an acceptable form of residency documentation.
- ☐ When the student applicant does not currently reside with his/her parent or legal guardian.
- ☐ When the parent does not have one of the acceptable residency documents in his/her own name.
- ☐ The second and third responses above are correct.

22. Within what time frame should the parent provide residency and/or income documentation to the school?

- ☐ Within three months of when the application is received
- ☐ Before the end of the school year
- ☐ Before school starts
- ☐ Within the open application period the application is received

23. Residency documentation must:

- ☐ Be dated within the last year
- ☐ Be from the acceptable list of items and dated within the dates listed on the OAS Verification Screen
- ☐ Have a date, but it doesn't matter how old it is

24. Which is NOT an acceptable form of residency documentation?

- ☐ Utility bill
- ☐ Letter from the Department of Transportation
- ☐ Cell phone bill
- ☐ Property tax bill

25. If the school knows a student is a continuing student but there is a new student application in OAS, the school may indicate the new student application is eligible, even if the school doesn't have income documentation.

- ☐ True
- ☐ False

26. Which of the following students must provide documentation showing that they are income eligible for the program?

- ☐ A student who is applying in February for the upcoming school year. The school counted the student as a Choice student on the 2nd Friday in January Pupil Count Report, but not the 3rd Friday in September Pupil Count Report.
- ☐ A student who was on the waiting list in the prior year for the same program to which they are now applying.
- ☐ A student who was offered a seat at a Choice school in the prior year, but declined the seat and did not participate in the Choice program in the prior year.
- ☐ A student who participated in the WPCP in the previous year and is now applying for the MPCP or RPCP.

27. Which of the following individuals should NOT be identified as a parent on the application or be included in family size?

- ☐ The student's mother who lives at the same address as the student.
- ☐ The student's stepfather who lives at the same address as the student.
- ☐ The student's father who does not live with the student.
- ☐ Both the first and second responses above are correct.

28. Which of the following is/are true for the Department of Revenue (DOR) Income Determination method?

- ☐ The determination is based on either the income for the previous year or two years before the current school year.
- ☐ Students determined ineligible by DOR will not be able to participate in the Choice program for the entire school year.
- ☐ Schools do not have to complete anything further related to income for the student(s) determined eligible by DOR.
- ☐ All of the above responses are correct.

29. A parent who chooses to use the DOR method to determine income and is determined ineligible:

- ☐ Must wait until the next year to reapply because they are ineligible for the Choice program for the entire school year
- ☐ Can take a copy of his/her taxes to the school to prove they are eligible
- ☐ Can call the DPI or DOR to appeal the determination
- ☐ Can reapply at a different school using the DPI method

30. In which of the following situations should a parent consider using the DPI income determination method, rather than the DOR income determination method?

- ☐ The parent is income eligible based on income from the previous year tax return, but not based on income in their tax return from two years ago.
- ☐ The parent filed a joint tax return with their spouse in the previous year and/or two years ago and is no longer living with their spouse/ex-spouse.
- ☐ The parent's spouse passed away in the previous year or two years ago.
- ☐ The parent filed an amended return in the previous year and/or two years ago.
- ☐ All of the above responses are correct.

31. Determining if the DOR has records available means that the parent must use the DOR method.

- ☐ True
- ☐ False

32. A parent who chooses to use the DPI method to verify their income and has not filed their prior year tax return may provide a copy of the latest return they have.

- ☐ True
- ☐ False

33. A parent that says he/she doesn't have any income is not required to provide an explanation or any documentation.

- ☐ True
- ☐ False

34. If using the DPI method, income documentation, including government assistance must:

- ☐ Provide evidence of income earned and/or benefits received for the current year.
- ☐ Provide evidence of the average monthly income and/or average monthly benefits received.
- ☐ Provide evidence of income earned and/or benefits received for the previous year.
- ☐ Provide evidence of income earned and/or benefits received for the past 3 months.

35. OAS shows that a family had a 1099 with \$15,100 and a W2 with \$10,000 of income. The actual 1099 reflects income of \$14,500 rather than \$15,100 and the actual W2 amount matches OAS. Which of the following is correct?

- ☐ If the school is verifying the application in OAS after the open application period, the school may determine the application eligible because the family still meets the income requirements with the correct amount of income.
- ☐ The application is ineligible.
- ☐ If the school is verifying the application in OAS before the open application period, the parent should log back in to the online parent application to correct the amount of 1099 income before the school accepts the documentation and completes the verification in OAS.
- ☐ Both the first and third responses above are correct.

36. If a family only has cash income, what supporting documentation is the parent required to provide to the school?

- ☐ The parent is not required to provide supporting documentation to the school. The parent does, however, provide information on cash income in the Online Parent Application.
- ☐ The parent must provide a 1099 for any cash income on the application.

37. By when must a Choice school administrator/designee determine if all applications are eligible and complete the verification for all applications in OAS?

- ☐ For the MPCP and RPCP, whichever of the following that occurs first: prior to the next application period; prior to completing a random drawing, if required; within 60 days of the end of an application period during which an application is received by the school; or prior to the next count date.
- ☐ For the WPCP, by May 1.
- ☐ For the MPCP, RPCP and WPCP, by the first day of school.
- ☐ Both the first and second responses above are correct.

38. The school submits the three membership reports (Preliminary Enrollment Report, September Count Report, and January Count Report) using the Online Application System (OAS).

- ☐ True
- ☐ False

39. What does the DPI use to process payments for Choice schools?

- ☐ The DPI pays on the number of Choice applications submitted in the system.
- ☐ The DPI pays on the number of Choice students included on the membership count reports.
- ☐ The DPI pays on the Choice school's attendance records.

40. How may the Choice school obtain a list of students for whom payment is issued?

☐ Access the payment listing in OAS.

☐ Call the DPI for the list.

☐ Ask their auditor for the list.

41. Who must submit the membership count reports?

☐ The Choice designee or administrator

☐ The Choice administrator only

☐ The school's business manager only

42. If a student is absent on the count day, he/she may be included in the count if:

☐ The student is present any day before and any day after the count date and was not at another school or homeschooled during the period of absence.

☐ The student was present the week prior to the count day.

☐ The parent called in and it is an excused absence.

43. Who should NOT be included in the all pupil count on the September and January Count Reports?

☐ Choice pupils

☐ 4 year-olds if the school considers the 4 year-old program to be day care or if the school participates in a community based K4 program

☐ 3 year-olds if the school offers a K3 program

☐ Both the second and third responses above are correct

44. Schools in which program or programs have to identify waiting list students in the September and January Count Reports?

☐ MPCP

☐ RPCP

☐ WPCP

☐ Both the first and second responses above are correct

45. Why is it important to include appropriate MPCP or RPCP students on your waiting list?

☐ The parent will not have to reapply next year.

☐ The parent will not have to provide proof of income next year.

☐ The parent will not have to provide proof of residency next year.

46. WPCP schools may let parents know they are accepted to the Choice program if the school has space for everyone that applied.

☐ True

☐ False

47. If a parent of a WPCP applicant fails to notify the school of their intent to accept the voucher by the expiration date, the DPI will:

- ☐ Offer the seat to the next student drawn in the random selection
- ☐ Hold the student's seat until the week before school starts
- ☐ Do nothing, parents are not required to notify schools of their acceptance
- ☐ Extend the expiration date for 2 more days